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I. Executive Direction, Administration, Security and Technical Review of Logistics Operations.

1. Continue the development and publication of logistics policies and procedures in Agency regulatory issuances to provide for more effective logistical support of all Agency activities.
2. Develop a planned rotation program designed to supply trained logistics personnel when and where needed.
3. Develop and maintain an organization manual defining the mission, functions, and responsibilities of each organizational component of the Logistics Office.
4. Review world-wide logistics operations and initiate action to improve their efficiency, economy and effectiveness.
5. Develop qualification standards to be used for recruitment and promotion of logistics personnel.
6. Develop and implement an internal Reports Control Program designed to minimize reporting consistent with maintenance of adequate operational controls.

II. Mail Distribution.

1. Continue to provide central mail distribution and courier service for the Agency.

III. Development and Review of Logistical Annexes to Current Operating Plans and Conducting Long Range Planning to Meet Operational Requirements.

1. Continue coordination of Agency logistical phases and programs with operating elements, [REDACTED] and other Government agencies.
2. Review logistical annexes to current projects initiated by area divisions and staffs to determine the logistical feasibility, completeness and adequacy of support.
3. Monitor special projects in coordination with other elements of the Logistics Office to assure completeness of logistical support in meeting stringent deadlines.

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4. Continue planning for the reallocation and relocation of materiel to meet operational requirements in line with approved projected force concepts applicable to specific geographic areas.
5. Plan and develop logistics support in accordance with the proposed operations of any component of CIA and provide systematic review of all factors of logistical annexes to operational plans as applicable to global logistical plans.
6. Initiate action to prepare or secure basic policies and standards necessary in the development of logistics planning activities.
7. Develop and implement Tables of Organization and Equipment for Composite Service Support Organizations necessary to activate and operate bases and provide a flexible and efficient logistics support service in the field.

IV. Printing and Reproduction Services.

1. Continue support of Agency components in printing and photographic reproduction.
2. Enlarge motion picture reproduction facilities.
3. Review all recurring Agency publications to determine if some may be eliminated and/or reduced, and/or processed with new methods and procedures.

V. Procurement of Equipment, Supplies and Contractual Services.

1. Provide necessary support to all components of the Agency for the timely, economic and legally sufficient procurement of supplies, equipment, services and research and development work.
2. Develop new methods and means of effecting [REDACTED]
3. Prepare and issue a Procurement Handbook for use of logistics and administrative officers in the departmental area.
4. Prepare and issue a Field Procurement Handbook, setting forth purchasing procedures to be followed in overseas areas.

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5. Establish a more comprehensive registry of eligible bidders.
6. Establish a "Registry of Cleared Contractors".
7. Develop new sources of supply by reviewing past negotiated contracts and obtaining the security clearance of additional qualified contractors.
8. Establish definitive policies and procedures for protecting the Government's patent rights and privileges in existence or to come into existence.
9. Establish a purchase organization in the [REDACTED] for more efficiently effecting [REDACTED] procurement in a secure manner.

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VI. Support of Agency Real Estate and Construction Programs; Departmental Building Maintenance; and Telephone Services.

1. Provide the necessary support for the successful accomplishment of existing real estate and construction requirements.
2. Make thorough studies of the Agency's future real estate requirements and implement programs for the fulfillment of such requirements.
3. Implement an extended field inspection program of Agency facilities, [REDACTED] foreign, to assure maximum utilization, proper maintenance, and economical operation from technical and professional viewpoints.
4. Prepare necessary material, including preliminary drawings, regarding the proposed consolidation of all Agency Headquarters activities in one building.

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VII. Storage, Distribution, Control (including determination of current requirements), Accounting For, Surveillance, Rehabilitation, and Disposal of Agency Material.

1. Broaden and improve stock reporting from field stations so as to account for Agency inventories world-wide.
2. Establish levels for strategic reserve materials in the ZI and at overseas points in accordance with planned force strengths and deployments.

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3. Improve surveillance standards in [ ] depots, and establish a surveillance inspection program. 25X1A
4. Complete an annual physical inventory of material in [ ] depots. 25X1A
5. Revise Agency Catalog publication from present IBM listing to Flex-O-Print strip panel method, to improve readability and facilitate changes to the catalog.
6. Revise the field submission of current requirements to coincide with budget determinations in headquarters and to reduce the material categories reported on by the field elements.
7. Survey existing packing and packaging practices, materials and equipment used in preparing items for [ ] overseas shipment. Prepare an Agency instruction on packaging standards for burial of materials. 25X1A

VIII. Traffic Management and Transportation Services to Support the Movement of Personnel and Things for the Agency.

1. Review current laws and regulations relative to the movement of persons and their personal effects, and develop additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.
2. Prepare necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.
3. Establish a central control activity to maintain current records and review all actions pertaining to Agency motor vehicles, domestic and overseas, including allocation, operation, use, maintenance, redistribution, procurement and disposal.

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- 4 -

Approved For Release 1999/09/20 : CIA-RDP78-04718A001100090003-9

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